
] PROCEDURE: 3085]
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DATA OPERATIONS

] DATE: 03/03/98
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] TITLE: Vault Management System
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] Purpose]
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To list procedures for the automated vault system and to announce that effective April 5, 1993, nine-track tape created on Data Operations' system will no longer be vaulted.

] Definitions]
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TMS: Tape Management System. TMS is a proprietary product of the University Computing Company. It is the software package that Data Operations has selected for managing tapes belonging to Data Operations

VMS: Vault Management System. VMS is a component of TMS. Its purpose is to manage all tapes under TMS control that are stored in locations other than the Tape Library.

Vault: a place other than the Tape Library where tapes are stored.

Vault Tape: magnetic tape media that is stored in the vault.

Vault Pattern: a user defined set specifications that are used by VMS to determine how long a vault tape will remain in its assigned vault.

Vault Pattern Description Data Set: a data set where vault patterns are stored.

Target Dates: those days when the VMS batch utilities are executed against a particular vault pattern description data set. It is on those days that new vault tapes are taken out of the tape library and old vault tapes are brought back.

GDG - Generation Data Group.

] Procedure]

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1. Requesting a Tape be Vaulted

A user who wants a tape to be vaulted must fill out and submit to the Data Operations Tape Library a form called 'Request for Magnetic Tape V Storage'. On this form the user must specify the tape data set name, the rotation (weekly, monthly, etc.) and, if it's a GDG, the generation -N (or range of -N's) that the user wishes to keep at the vault.

If users cannot specify a rotation because they do not know how long to keep the tape at the vault, they may indicate this by checking the box 'On Request'. However, users are encouraged to specify a rotation so that a vault pattern can be set up for the tape.

Effective July 1, 1993 users will need to have their JCL coded with UNIT=CRTLGR so a separate cartridge will be created. Until then, it will be done by the Software Support staff.

2. Vault Tapes Without Vault Patterns

A vault tape that does not have a vault pattern will be managed by VMS but not at the same level as those vault tapes that have vault patterns. This is because the design of VMS is based on the use of vault patterns. Users responsible for vault tapes without vault patterns must code their JCL to create the output tape with UNIT=CRTLGR, effective April 5, 1993 so the data will be on a separate cartridge.

Users must also fill out and submit to the Data Operations Tape Library 'Library Update Form' whenever they wish to update the status of their vault tapes. Using this form is the only method currently available to move vault tapes of this kind in and out of the Tape Library.

3. Storing Tapes in the Off-site Storage Vault

One of the buildings in the Capitol complex will be the location of the Data Operations' vault. On the days the VMS batch utilities are executed (see the section on 'Target Dates'), new vault tapes will be taken out of the tape library and sent to the off-site storage vault. In addition, old vault tapes will be brought back.

The picking and distribution lists generated by the VMS utilities are the documents that will be used to determine which tapes go to the vault and which ones come back. In order for vault tapes without vault patterns to be on these lists, and thus eligible for processing, the 'Tape Library Update Form' (see paragraph 2 above) must be completed and submitted to Data Operations Control Section no later than one day prior to running of the VMS utilities.

] Target Dates]

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Weekly Vault Tapes

The target date for tapes vaulted weekly is every Thursday afternoon. The vault pattern description data set used is VPDSWEEK. TMSVAULT is the name of the started task that is submitted to run the VMS utilities for the weekly tapes.

Monthly Vault Tapes

The target date for tapes vaulted monthly is the first Thursday afternoon of each month. The vault pattern description data set used is VPDSMTH. TMSVLTM is the name of the started task that is submitted to run the VMS utilities for the monthly tapes.

Quarterly Vault Tapes

The target date for tapes vaulted quarterly is variable. It is determined by Software Support when they run the system-wide quarterly backups. The vault pattern description dataset used is VPDSQRT. TMSVLQT is the name of the started task that is submitted to run the VMS utilities for the quarterly tapes.

] Responsibilities]

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Users - Responsible for filling out and submitting the appropriate form as outlined above. (These forms can be obtained from the Data Operations Control Section). All GDG vault tapes must have an expiration date of 99000. Non-GDG vault tapes (with or without a vault pattern) must have an expiration date sufficient to cover the period of time the tape is to be in the vault.

Tape Librarians - Responsible for the preparation and transportation of the vault tapes to and from the vault as well as the rotation. This includes running TMSVAULT AND TMSVLTM (when appropriate).

Software Support - A designated member of the Software Support staff is responsible for maintaining the various vault pattern description data sets and the started tasks used to run the VMS utilities.

Miscellaneous - Currently, the responsibility of processing the quarterly vault tapes is shared by the tape librarians, Data Center Operations, and Software Support.

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